Correspondence Global/Location Interface - Overview

Global/Location Interface

Dashboard > Correspondence

Dashboard > Location > Correspondence

It requires permissions to *view correspondence.*

The following sub-menus Tabs (in the banner) are accessible.

Tabs	Description
Inbox	Correspondence received
Outbox	Correspondence sent
Draft	Any correspondence in the draft not sent
Held	Held correspondence
All	All correspondence
Bulk prints	Prints a large number of correspondences at one time
Unmatched	Unmatched imported letters from transcription service
Enquiries	Any enquiries made by patients will be in this tab
Assessments	Any state of active assessments (excluding archived) will be in this tab. This is the list of current assessments